

## **ADVISORS' STATEMENT**

We, the Advisory Staff, adopt these Explorer policies for administering the U.S. Border Patrol Explorer Program. The Headquarters program Coordinator reserves the right to amend or revoke any of these policies.

These policies are designed to guide Explorers of the Border Patrol Explorer post in carrying out the responsibilities imposed upon them or necessarily assumed in carrying out the post objectives.

Each member of the post is issued a copy of the policies and is directed to become familiar with them. Members are responsible for keeping the policies in good condition and up-to-date as additions or changes are made.

No arbitrary rules can be established that govern all situations in discharge of Explorer duties. Some things must be left to the discretion of the individual. However, if any member deviates from these policies, that individual must be able to demonstrate that this action was necessary.

A violation of these policies may be made a subject of disciplinary action against the Explorer(s) responsible for such violation(s). When there is doubt as to the meaning or intent of a policy, the Explorer should seek an interpretation from an Advisor.

Members of the Border Patrol Explorer Program must regard themselves as part of a team dedicated to their organization, Exploring in general, and the local Border Patrol sector. These policies must be used to aid in accomplishing the important goals of the Explorer Program.

The success of a post and its performance are measured largely by the degree of support and cooperation it receives from within. It is important to secure for this post the confidence of the Border Patrol and the community. The cultivation of this confidence and respect depend on proper performance by each member of the Explorer Program.

## **GOALS AND OBJECTIVES**

- To explore Federal law enforcement and the Border Patrol as a potential career.
- To generate interest in law enforcement practices and the code of ethics.
- To promote self-confidence and responsibility.
- To promote a positive relationship between the Border Patrol and the youth of the community.
- To provide youth services to the community and the U.S. Border Patrol by performing nonhazardous functions, thereby freeing up Border Patrol Agents for other assignments.

## **THE EXPLORER CODE**

All members of the Border Patrol Explorer Program are also members of the Learning for Life/Boy Scouts of America. As such members, you are required to lead a clean and unsullied life. You shall be an example to all and must adhere to the Explorer Code of the Learning for Life/Boy Scouts of America.

### **Code**

As an Explorer, I believe that America's strength lies in her trust in God and the courage of her people. Therefore:

- I will be faithful in my religious duties and will maintain a personal sense of honor in my own life.
- I will treasure the American heritage and will do all I can to preserve and enrich it.
- I will recognize the dignity and worth of my fellow men and will be fair and act with good will in dealing with them.
- I will acquire the Exploring attitude that seeks the truth in all things and adventure on the frontiers of our changing world.

## **PROGRAM ORGANIZATION**

This handbook is designed to assist U.S. Border Patrol Agents in organizing and operating a United States Border Patrol Law Enforcement Explorer post and to standardize the operation of all Border Patrol Explorer posts. Because this is a joint effort between the Border Patrol and the Learning for Life Boy Scouts of America (LFL/BSA), all non-Border Patrol material in this handbook is available through the local council office. Information on LFL/BSA can be obtained at the local LFL/BSA office or the Web site at [www.learning-for-life.org](http://www.learning-for-life.org).

### **What Law Enforcement Exploring Is**

Law Enforcement Exploring is a division of the BSA for young men and women ages 14 to 20. The Border Patrol Law Enforcement Explorer Program is chartered by the LFL/BSA as an educational resource program and sponsored by the U.S. Border Patrol as a parent organization. LFL/BSA provides the support services necessary to help the participating organizations succeed in their use of the program. The program for the young adult members is career oriented and provides hands-on experience, practical knowledge, and usable career information.. Exploring seeks to match interested youth with adults willing to share their knowledge and skills.

The Border Patrol and the LFL/BSA provide the opportunities for young men and women to explore law enforcement careers and the criminal justice system and promote character development and citizenship training among America's youth. The law enforcement Explorer programs are recognized nationally. Law enforcement Explorer posts are sponsored by local, State, and Federal law enforcement agencies. Explorer participation in State and national competition is strongly encouraged and supported.

### **Benefits to the Border Patrol**

The program provides the Border Patrol with the following benefits:

- identification of potential career law enforcement personnel;
- enhancement of the Border Patrol's Community Relations Program;
- demonstration of the desirable habits, attitudes, and practices of a successful law enforcement agency, thus building respect for law enforcement;
- additional human resources to perform tasks;
- an opportunity to interact with youth of the community in areas of common interest and have a positive influence on their thoughts and actions; and

- development of participating agents' skills in such areas as management, supervision, instruction, public speaking, conduct of Oral Board interviews, community relations, and service as range officers. This is an invaluable career-enhancing tool.

### **Benefits to the Youth**

The Border Patrol Explorer Program provides the following benefits to the participating youth:

- exposure to Federal law enforcement careers and professionals and exposure to the total law enforcement system;
- hands-on experience in Border Patrol programs;
- an opportunity to interact with others sharing the same goals and interests;
- an opportunity to find out the education and training required for, and the benefits of, a career in law enforcement;
- self-discipline and patience; and
- encouragement to make the most of educational opportunities.

### **Annual Memorandum of Understanding**

The organizing and chartering of a law enforcement Explorer post is a joint effort between the Border Patrol local office and the LFL/BSA local council. Under the partnership agreement, both parties agree to certain responsibilities.

The Border Patrol has read and understands its responsibilities for participating in the LFL/BSA Explorer program, as follows:

- screening and selecting at least four adults, including a committee chairman, two committee members, and an Advisor, who will work directly with the post officers;
- providing adequate facilities for the Explorer post to meet regularly with time and place reserved;
- participating in an initial program orientation session; and
- participating in at least one evaluation with LFL/BSA representatives each year.

LFL/BSA services to sponsoring organizations include year-round training techniques and methods for selecting quality leaders; program resources; and primary liability insurance to cover the participating organization, its board, officers, and employees against all personal liability judgments arising from official Explorer activities.

This Memorandum of Understanding shall remain in effect for 1 year from the date of the signing of each charter. Either organization may discontinue the program at any time upon written notice to the other organization.

### **How To Organize a Post**

Each year LFL/BSA requests the support of prospective participating organizations, such as business, industrial, military, professional, service, and other community organizations, for operating Explorer posts. Participating organizations provide the program assistance for Explorer post meetings, activities, and trips through caring adult leaders.

Key staff members of a law enforcement organization meet with an LFL/BSA representative to discuss starting a law enforcement Explorer post. The participating organization agrees to recruit adult leadership, develop a list of program ideas, and provide meeting facilities. LFL/BSA provides new posts with a startup orientation (Advisor Fast Start), literature, liability insurance, activity planning, and ongoing volunteer and staff service.

### **Five Steps in Organizing an Explorer Post**

Following are five steps for organizing a post:

1. The person seeking to organize the post secures a commitment from the Chief Patrol Agent.
2. The Chief or a designee calls a briefing meeting between his or her key staff and an LFL/BSA representative.
3. An LFL/BSA representative conducts a post program-planning meeting and adult leader training for selected adult volunteer participants.
4. The Chief or a designee mails student invitations, and adult committee members follow up by telephone.
5. The person seeking to organize the post confirms arrangements and follows the suggested “first meeting” agenda.

### **Program Capability Inventory**

The post committee and adult Advisors should conduct the program capability inventory (PCI). They should list as many people as possible who are associated with the post and should find out their vocations, skills, interests, and contacts. The PCI shows what a post can do.

### **Explorer Activity Interest Survey**

Post officers should find out what the youth participants want to do by designing a survey (see Forms section) and conducting the survey at a post meeting and tallying the results.

### **Matching Survey Results With PCI**

The person organizing the post matches the Explorer activity interest survey results with the PCI. Where a suggested Explorer activity matches an adult consultant or resource from the PCI, there is a possible activity program. The post committee will need to identify other adult consultants and resources for the remainder of the suggested Explorer activity interests.

### **Brainstorming**

The Lead Post Advisor brainstorms with all the post's youth participants to generate ideas that might not be on the Explorer Interest Activity Survey. Sometimes the most creative activities are suggested this way.

### **Filling In the Gaps**

The post officers may feel that an activity should be included to better balance the post program. These can now be added.

### **Scheduling the Post Activity Program**

The Lead Post Advisor lists each activity on the post's calendar and watches out for possible conflicts with other dates.

### **Selecting Explorer Lead and Adult Consultant**

An interested and capable Explorer is appointed to serve for each activity program and is assisted by an adult consultant from the PCI and other Explorers appointed by the activity chairman.

## Sample Invitation Letter



**U.S. Department of Justice**  
Immigration and Naturalization Service

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*Local Address of Sector*

Mr. John Doe  
Street Address  
City, State, ZIP code

Dear John:

I was recently made aware of your interest in Federal law enforcement. I am pleased to invite you to participate in an exciting program being formed with a select group of young adults who share your interests in this profession. During the coming year, you will have the opportunity to pursue your interest in law enforcement by working closely with experts in this field. In addition, you will have opportunities for service, social, and other activities.

I am inviting you and a few other young people in our community to attend a meeting on Monday, January 28<sup>th</sup>, 2002, at 7 p.m. at the Sector Headquarters Building. We will take a tour of the facilities and discuss our plans for getting you involved in exploring law enforcement as a career. The program will end about 8 p.m.

If you would like your parents to join us, please invite them. In the event you want to join our program, please bring \$\$\$\$\$, which is our annual membership fee, and \$1.80 for insurance.

I am sure that you will not want to miss this opportunity to pursue the interest you have in law enforcement. I look forward to meeting with you.

Sincerely,

Chief or Designee  
U.S. Border Patrol



## Agenda for First Post Meeting

SPONSOR \_\_\_\_\_ POST NUMBER \_\_\_\_\_

DATE \_\_\_\_\_ LOCATION \_\_\_\_\_

TIME	ASSIGNMENT	ASSIGNED TO
6:15	<b>Preliminary Activities</b> <ul style="list-style-type: none"> <li>Set up meeting place.</li> <li>Set out name tags.</li> <li>Set out information packets.</li> <li>Greet attendees as they arrive.</li> <li>Conduct tour of the facilities (actual tour, VCR tour, or slide presentation). (Use above as a time filler until all attendees arrive.)</li> </ul>	All Adult Leaders
7:00	<b>Welcome and Instructions</b> <ul style="list-style-type: none"> <li>Introduce yourself.</li> <li>Introduce others on the agenda.</li> <li>Review the agenda.</li> <li>Introduce the Advisor.</li> </ul>	Committee Chairman
7:05	<b>Welcome to the U.S. Border Patrol</b>	Advisor or Person Who Wrote Letter to Attendees
7:10	<b>Post Activities</b> <ul style="list-style-type: none"> <li>Present the printed 3-month program along with a number of potential programs.</li> <li>Explain that at a later meeting, officers will be elected or appointed to lead the post until permanent annual elections are held.</li> </ul>	Post Advisor
7:20	<b>Explanation of Exploring</b> <ul style="list-style-type: none"> <li>Explain what Exploring is.</li> <li>Explain purpose of Exploring.</li> <li>Review national, local council, and District LFL/BSA activities and meetings.</li> <li>Introduce the next speaker.</li> </ul>	Post Advisor
7:30	<b>Questions</b> <ul style="list-style-type: none"> <li>Conduct question-and-answer session.</li> <li>Introduce the next speaker.</li> </ul>	Post Advisor
7:40	<b>Registration</b> <ul style="list-style-type: none"> <li>Give each youth an Explorer application.</li> <li>Explain how to fill out the application.</li> <li>Review the fee to join—\$7.00—and \$1.80 for insurance</li> </ul>	BSA Representative and Advisor
	<ul style="list-style-type: none"> <li>Instruct the prospective Explorers to give their applications to a previously designated person, and indicate where this person may be found.</li> <li>Announce that they are invited to have refreshments and turn in their applications. Also, announce that the speakers will be available to answer questions and that after they have turned in their applications, they are free to leave.</li> <li>Announce the next meeting date and time.</li> </ul>	
<b>NOTE:</b> <i>Make certain to have enough pencils or pens for every attendee.</i>		
7:45	<b>Refreshments, Registration, and Questions</b>	
8:00	<b>Adjourn</b>	

## Agenda for Second Post Meeting

SPONSOR \_\_\_\_\_ POST NUMBER \_\_\_\_\_

DATE \_\_\_\_\_ LOCATION \_\_\_\_\_

TIME	ASSIGNMENT	ASSIGNED TO
6:45	<b>Registration</b> Register new members and those who did not register at the first meeting.	Associate Advisor
7:00	<b>Pledge of Allegiance</b> Welcome and introduce those not present at the previous meeting.	Advisor
7:05	<b>Announcement of Plans for Election of Post Officers at the Next Meeting</b> (Give time and date.) Review job description of post officers.	Associate Advisor
7:15	<b>Discussion of First 3 Months of Program</b>	Associate Advisor
7:25	<b>In-Depth Tour of Facilities</b>	Associate Advisor
7:45	<b>Filling Out Interest Form</b> (See Forms section.)	Associate Advisor
8:00	<b>Advisor's Comments</b> Emphasize the importance of electing the right individuals as post officers. (Announce that the Advisors will be available to answer questions after the closing.)	Advisor
8:10	<b>Closing</b>	Advisor
8:15	<b>Questions and Answers</b>	Advisor
8:30	<b>Cleanup and Closing of Facility</b>	All Adult Leaders

## Agenda for Third Post Meeting

SPONSOR \_\_\_\_\_ POST NUMBER \_\_\_\_\_

DATE \_\_\_\_\_ LOCATION \_\_\_\_\_

**TIME                      ASSIGNMENT                      ASSIGNED TO**

Temporary officers arrive early and greet others.

<b>6:00</b>	<b>Opening and Pledge of Allegiance</b>	<b>Patrol Explorer in Charge (PEIC) or Senior Explorer in Charge</b>
<b>7:00</b>	<b>Business Meeting</b> (Keep brief.) <ul style="list-style-type: none"> <li>• Read minutes of previous meeting.</li> <li>• Collect additional membership application and fees.</li> <li>• Conduct other business.</li> </ul> <b>Election of Officers</b> <ul style="list-style-type: none"> <li>• PEIC</li> <li>• APEIC</li> <li>• SBPE(s)</li> </ul> <b>Congratulations</b>	<b>PEIC</b> <b>Assistant Patrol Explorer in Charge (APEIC)</b>
		<b>Advisor</b>
<b>6:45</b>	<b>Review of Upcoming Post Programs</b>	<b>Advisor</b>
<b>6:50</b>	<b>Evening's Program</b> Activity should be law enforcement training or related in nature. Give informative presentation or demonstration, etc. This should be a hands-on and fun activity.	<b>All</b>
<b>8:00</b>	<b>Announcement of Date, Place, and Time of Next Meeting</b>	<b>PEIC</b>
<b>8:05</b>	<b>Advisor's Comments</b>	<b>Advisor</b>
<b>8:10</b>	<b>Closing</b>	<b>APEIC</b>

## Post Officer Structure

### Elected Officers

Each post shall elect the following officers:

1. **Patrol Explorer in Charge (PEIC)** - This is the key youth leader, who is responsible for overall operation of the post. The PEIC plans and conducts all meetings and, with the help of the members, plans all post activities. The PEIC works closely with the Advisor and the Committee Chairman.
2. **Assistant Patrol Explorer in Charge (APEIC)** - The APEIC assumes the PEIC'S responsibilities when necessary and is responsible for administration and recordkeeping of the post. The APEIC supervises and works closely with the unit supervisors—Supervisory Border Patrol Explorers (SBPE). All training, finance, attendance, and related records are maintained by the APEIC.
3. **Supervisory Border Patrol Explorers** - An SBPE is responsible for supervising the unit of Explorers under his or her charge. The SBPE notifies members of meetings, work assignments, or training requirements and gives the APEIC a unit report before the start of each meeting indicating members present, absent, and excused and dues collected or owed, to mention a few items. An SBPE is considered the Explorer's first-line supervisor and is responsible for individuals in the unit and their well-being.

### Appointed Officers

Post-appointed officers may vary with each post and its needs; however, they should include:

1. **Committees** - The PEIC, with approval of the Advisor, appoints all activity committees and chairmen. These committees generally include standing committees, such as committees on by-laws, uniforms, and recruitment, and special committees for post trips and fundraisers.
2. **Historian-Photographer** - The post historian-photographer is responsible for maintaining a complete historical record of past meetings and special activities of interest, as well as a photographic record of these activities for reference and public affairs purposes. A post scrapbook is the ideal way to fulfill this and is an important ingredient in building unit pride and morale.
3. **Administrative Officer** – The Administrative Officer (AO) is an optional post officer position that may be established in larger posts. The AO is directly responsible to the APEIC and coordinates all functions assigned by the APEIC. The AO's specific duties may include maintaining and updating all training records, new member in-processing conducting Oral Board interviews, determining ride-along

qualifications and making ride-along assignments, furnishing a monthly report to the Post Advisor, and assuming the APEIC's role in his or her absence.

The following LFL/BSA resources are available through the LFL/BSA Service Center to assist the post officers:

Post Treasurer's Record Book #3152                      \$            (Excellent for accountability.)

Post Secretary's Record Book #3153                      \$

### **Handling Post Moneys**

Once registration and dues are collected, accountability of moneys enters into the normal course of post business. The establishing of a post checking account is the most desirable solution to the problem. If the Post Advisor talks with a local bank officer in charge of special accounts for his or her institution, an interest free checking account can normally be established in the post's name. Any checking account should be set up so that two signatures are required on any check written. Because of the mobile nature of the U.S. Border Patrol, several adult leaders should be listed on the signature card to guard against a situation in which post responsibilities are not carried out because the Advisor is on detail and or is not available to sign a check.

### **Border Patrol Agent Advisor Qualifications**

Following are the qualifications for Border Patrol Agents to be Advisors:

1.      Border Patrol Agents must not be in a trainee status.
2.      Patrol Agents must volunteer for the program and be approved by their supervisor. They are required to register with the LFL/BSA.
3.      Patrol Agents with whom the Explorer is scheduled to ride along should be thoroughly familiar with the objectives of the U.S. Border Patrol Law Enforcement Explorer Program and specifically the Border Patrol ride-along program.

### **Adult Leader Responsibilities**

Following are the responsibilities of the adult leaders:

#### **Explorer Coordinator (Sector)**

- Help recruit fine leaders.
- Encourage all adult leaders to take training.
- Promote well-planned post programs.

- Serve as liaison between the post and the Border Patrol.
- Organize enough units.
- Promote the recruiting of new members.
- Assist with the post rechartering.
- Suggest good deeds to the organization.
- Encourage post committee meetings.
- Develop organizational leadership.
- Encourage active outdoor post program.
- Obtain district or divisional help and promote its use.
- Adhere to post finance policies.
- Encourage recognition of leaders.
- Cultivate resources to support posts.
- Represent the Border Patrol on the local LFL/BSA council.

#### **Post Committee Chairman**

- Conduct regular meeting of the post committee.
- Along with the coordinator, recruit and train committee members as needed.
- Assign functions to each committee member and follow up on progress.
- Guide the committee members in support of the Advisor, and encourage them to be involved in the post program.
- Perform the functions listed in the job description of the post committee member.
- Recruit Advisors and Associate Advisors as needed.
- Keep the Border Patrol aware of and involved with its Explorer post.
- Approve program plans and guide the annual rechartering process.

### **Post Committee Member**

- Help maintain the post's PCI, continually seeking new adults in order to add their skills and contacts.
- Encourage and support efforts to recruit new post members.
- Seek and suggest opportunities for the post to be involved in activities and projects. Assist with post meetings and activities when asked.
- Assist in securing transportation, chaperones, meals, and housing for post trips. Help the post secure equipment and facilities as needed.
- Inform the parents of Explorers about the post, the U.S. Border Patrol, and Exploring. Get them involved as program resources.
- Guide and support the post's effort to earn money for trips, projects, or equipment. Help the post plan, budget, and properly account for all post funds.

### **Post Advisor**

- Be a positive influence on the lives of post members
- Understand the purpose of the LFL/BSA goals and how to achieve them through Exploring.
- Inspire post officers to become successful leaders, training and coaching them in leadership skills.
- Use resources of Associate Advisors, the Post Committee, the U.S. Border Patrol, and parents to bring a varied program to the post.
- Guide the post toward developing realistic post by-laws that they can live by through self-discipline.
- Keep informed by attending local Advisors' meetings and local council program-planning conferences.
- Ensure that all post activities and projects are conducted safely, have adult guidance, and serve the best interests of the Border Patrol and the LFL/BSA.

### **Associate Advisor - Administration**

- Act as an administrative assistant to the Advisor.

- Assume the Advisor's duties when asked.
- Work closely with the post's elected APEIC, as follows:
  - Develop and implement a regular plan to recruit new members.
  - Plan and conduct recognition presentations to post members.
  - Conduct opening and closing ceremonies for post meetings and events.
  - Present recognition items to people and organizations that provide program support to the post.
  - Welcome new members to the post and assist with their orientation.

### **Associate Advisor - Program**

- Act as the Advisor's program assistant.
- Work closely with the post's elected PEIC on the following items:
  - Maintaining the post's activity files and PCIs for use in program planning.
  - Continually surveying post members to evaluate programs and obtain ideas for future activities.
  - Updating the post's annual activity calendar.
  - Keeping the post members informed of upcoming activities.
  - Seeking ideas and program resources for future activities and projects.
  - Training and guiding the appointed activity chairmen and committees.

### **Suggested Explorer Post Activity Programs**

The program of Explorer posts matches the interest of young adults with the resources and adult expertise of their participating organization. Explorer post leaders might use the following ideas when planning a well-balanced program around Exploring's five areas of program emphasis: career opportunities, leadership experience, life skills, service learning, and character education.

1. **Career Opportunities:** Programs that develop potential contacts that may broaden employment options. Activities that boost a youth's self-confidence and help him or her succeed in school and work.



**Activities:** Conduct training programs to familiarize members with all aspects of law enforcement, including introduction and history, patrol procedures, traffic control and radar operations, accident investigation, criminal investigation, crime scene investigation, and court system and procedures.

2. **Leadership Experience:** Programs that help youth develop leadership skills to fulfill their responsibilities in society. Activities that provide exposure to different leadership traits.

**Activities:** Teach the history and role of law enforcement in modern society. Explain the criminal justice system, including the courts, prosecutors, corrections, and enforcement. Teach how laws are made and discuss police-community relations. Conduct conflict resolution activities. Develop an Academy for the post and include persons having leadership skills as instructors. Conduct youth safety programs.

3. **Life Skills:** Programs that help youth develop physical and mental fitness. Activities that provide opportunities for youth to experience positive social interaction.

**Activities:** Plan visits or exchange programs with other law enforcement or Explorer posts. Hold a dinner or picnic for post members and families. Schedule programs to include informal activities, such as trips to a beach, lake, or park. Conduct personal development and communications seminars. Meet with agents' families to learn the effects of the job on home and family. Investigate the effects of alcohol and drugs on highway safety. Challenge other posts in physical testing or skills. Discuss stress in the law enforcement profession and its prevention; teach first aid and cardiopulmonary resuscitation.

4. **Service Learning:** Programs that encourage youth to develop the skill and desire to help others. Activities that provide opportunities for youth to gain a keen respect for the basic rights of others.

**Activities:** Assist with traffic control and parking at community affairs, parades, festivals, and sporting events. Participate in Law Enforcement Week and Law Day activities. Assist with local Special Olympics. Support the local crime prevention programs by conducting a property identification and security survey, assisting in neighborhood watch seminars, staffing crime prevention exhibits and tours, and marking house numbers on curbs and alleys to provide house identification. Conduct tours of the Sector for youth groups holding highway safety seminars. Provide administrative support in recordkeeping. Support communications centers, photo labs, finger printing, motor vehicle registration, and related areas. Participate in community policing efforts.

5. **Character Education:** Programs that help youth develop skills necessary for making ethical choices. Activities that provide opportunities for fulfilling one's responsibility to society as a whole.

**Activities:** Train post members in conducting crime scene searches; assist in lost child and rescue operations; become familiar with terrain and geophysical makeup of the community; and carry out an “ethics in action” program with the post.

## **Insurance**

All Explorers are covered by the BSA liability insurance policy and must sign, along with their parents, a general release form. Also, a health and accident policy is available through the local BSA council for a nominal fee (\$1.80) and is required by the Border Patrol.

In addition, it is the intent of the National General Liability Insurance Program to provide primary coverage to chartered organizations on general liability insurance and not on automobile liability. “Certificate holder is included as an insured for loss arising out of Scouting activities in their capacity as a chartered organization of the Boy Scouts of America. Such coverage shall apply as primary insurance to any other insurance of certificate holder except it is excess on automobiles owned or leased by certificate holder.”

All vehicles must be covered by a liability insurance policy. The amount of this coverage must meet or exceed the insurance requirements of the State in which the vehicle is licensed. It is recommended that coverage limits be at least \$50,000/\$100,000/\$50,000. Any vehicle carrying 10 or more passengers is required to have limits of \$100,000/\$500,000/\$100,000 or \$500,000 single limit. Such coverage shall apply as primary insurance to the LFL/BSA office’s automobile liability insurance, which provides insurance protection above the limits carried on the vehicle up to the LFL/BSA \$15 million limit of coverage.

An LFL/BSA Local Outing Permit is required when posts or groups travel overnight or travel outside their LFL/BSA area. A LFL/BSA National Outing Permit is required for all trips of more than 500 miles. Travel to and from a regularly scheduled meeting is not considered part of an official LFL/BSA activity and is not covered by the general liability insurance policy. However, transportation that is planned in advance as part of the activity is covered.

Additional coverage may be available through the local LFL/BSA council. The LFL/BSA has a program of general liability insurance, which covers most liability exposures of Exploring functions and activities. This is a legal liability policy and does not provide medical payments or accident insurance, which pays medical expenses regardless of fault. Accident insurance is available through the local LFL/BSA council.

The policy covers the local Scouting council (including posts), the National Council, all Scouting officials, employees, chartered organizations, donors and volunteer workers, young adult Explorer leaders, and certificate holders by specific endorsement.

The insured parties are covered for sums that they shall become legally obligated to pay as damages to third parties because of bodily injury or property damage caused by an occurrence arising out of, or in the course of, Exploring functions and activities and as excess over valid and collectible insurance.

## **PROGRAM POLICIES**

### **Recruiting of Youth**

Initial recruitment of members for a new post may be a general area recruitment aided by the LFL/BSA District Executive, school counselors, etc. Because of the sensitive nature of some of the duties and training that may be offered in the program, a basic background investigation should be conducted on each youth member upon his or her recruitment.

To maintain agency identification, recruitment for an established post should include an oral interview process (see sample interview in Forms section) and a 90-day Explorer Trainee period.

LFL/BSA guidelines state that no prospective member shall be disqualified because of race, color, creed, or sex. The one limiting factor for the Border Patrol Explorer Program is that any noncitizen prospective member be a Lawfully Admitted Resident Alien with *full-time* residency in the United States. All members must be able to meet Form I-9 requirements.

### **Limitations of Membership**

Although the goal of this program is to reach as many youth as possible, an equally important goal is to present a professional-quality program. In developing a local program, advisors should carefully consider the maximum number of youth members the local resources can support in a quality manner. Once identified, this number should not be exceeded.

### **Post Numbers**

Each post shall select a post number in conjunction with its local LFL/BSA council.

### **Program Coordinators**

Each sector and region establishing Explorer posts shall also establish an Exploring Coordinator to oversee the local programs and coordinate program supports. Sector Coordinators shall furnish Headquarters Border Patrol with periodic reports on their programs. The Advisors shall have free access to the program coordinators at all levels.

### **Activity Reports**

Each Post is to submit a monthly activity report, prepared by post officers, to the Sector Coordinator. This report shall contain an update of post activities, the ways in which Explorers are used, the status of post development, membership changes in youth and adult members in meetings and training, community service projects, and ride-along programs. The report may be in the form of a post newsletter or Web site.

## **Sector Meetings**

All Sector Explorer Committee members, Advisors, and any adult leader involved with the program may conduct quarterly meetings or, as deemed necessary, pass on information, share ideas, and receive LFL/BSA local council advance adult training. Meetings may be held at a place designated by the Committee.

## **Use of Official Time**

Consideration for official time should be given to Advisors to conduct scheduled post meetings, quarterly meetings, and training sessions and to attend competitions and related activities. Assigned tours of duty may be adjusted if needed to incorporate the Advisor's post duties in order to ensure that the mandatory leadership requirements are met.

## **Use of Government Vehicles**

The use of U.S. Government vehicles and equipment by Advisors is authorized during periods of training and for competitive events, as well as necessary supervision for these tasks to be completed safely and properly. For safety reasons, Service vehicles without cages should be provided to the Explorer program when possible.

## **Training Policy**

Training in law enforcement subjects should be offered at each meeting of the post with emphasis on role-playing, and practical application phases should be included. Each training session should be conducted or controlled by a uniformed agent or a recognized expert in the respective field. Senior Explorers who have undergone, and have proficiency in, a training subject may be used as assistants or demonstrators by the primary instructor.

Explorers shall be in a constant state of training during their tenure in the program. Each Explorer is required to satisfactorily complete minimum training before he or she is issued a Border Patrol Explorer badge. All training must be accurately recorded by the post on the Explorer's training record, which must include the number of hours for each specific subject. Advisors may require Explorers to complete additional needed training before issuing a badge.

## **Minimum Training Subject Matter Requirements**

Following are the minimum requirements for training in various subjects:

- |  |          |
|--|----------|
| • History and Organizational Structure of the U.S. Border Patrol | 1 hour   |
| • Officer/Explorer Conduct – Ethics/Integrity                    | 1 hour   |
| • First Aid – Red Cross Basic Course                             | 8 hours  |
| • Border Patrol Operational Programs                             | 10 hours |
| • Arrest and Search  |          |
| • Geographic Orientation   |          |

- Report Writing
  - Radio Communications
  - Sensor Program
  - Vehicle Stops
  - Use of Force
  - Processing and Fingerprinting
- Introduction to Law 6
    - Immigration Law
    - Nationality Law
    - Criminal Law
    - Statutory Law
    - Constitutional Law
  - Additional training as recommended by other law enforcement agencies

### **Explorer Badge Policy**

Each Explorer shall be issued a U.S. Border Patrol Law Enforcement Explorer badge upon successful completion of the required training. The badge is required to be worn on the approved Explorer uniform *only*. The badge is an accountable item. The badge should be maintained and secured by the Post Advisors and issued to Explorers as needed for functions. A fee of \$30 will be charged to any Explorer failing to return a badge. *The Border Patrol Explorer badge is a symbol of the organization and not of Border Patrol authority.* The Explorer, upon receipt of the badge, shall sign a nonauthority agreement letter.

### **Border Patrol Explorer Patches**

The national Border Patrol Explorer patches (a 3½-inch patch for the shirt and a 2-inch patch for baseball cap) shall be issued to each Explorer upon acquisition of an approved uniform. The post shall retain the patches when an Explorer leaves the program.

### **Uniform Policy**

#### **Dress Uniform**

The dress uniform adopted for Explorer use is to be worn by members who have completed 90 days in the program and in approved activities and assignments only. The uniform is to be worn in its entirety and not mixed with civilian attire. The cost of the uniform will be borne by the member or post. The uniform items are standard items normally carried by uniform dealers. The uniform consist of:

• Short Sleeve Law Enforcement Uniform Shirt	Tan
• Long Sleeve Standard Uniform Shirt With Black Tie (optional)	Tan
• Uniform Trouser/Pants (rough duty)	Rough Duty Green
• Jacket (black) (optional)	Black
• Trouser Belt, 1½-Inch Leather Belt, Brass Buckle	Black
• Plain Toe Boot or Shoe (black, military style)	Black
• Socks, Full Length (black)	Black

An LFL/BSA-approved National Law Enforcement Explorer patch is to be worn on the right shoulder of the uniform shirt, sweater, and jacket. Affixed to the left shoulder shall be the Border Patrol Explorer patch. The Border Patrol Explorer patch shall also be worn on the rough duty baseball cap.

Over the right breast pocket, a brass name badge is to be worn displaying the Explorer's initials and last name. The Border Patrol Explorer badge shall be worn over the left breast pocket. Explorer proficiency awards earned shall be worn over the left breast pocket of the uniform shirts only, and they shall be centered under the badge.

Explorer pistol qualification award bars earned shall be worn on the left breast pocket flap centered above the pocket button. Only the highest classification earned is to be worn.

### **Rough Duty Uniform**

The rough duty uniform shall be at the discretion of the post. *The shirt should identify the Explorer Program, the post number, the station, and the U.S. Border Patrol.* If a baseball cap is to be worn, it must be *black* in color and must have the National Border Patrol Explorer 2-inch patch on the front.

### **Coed Explorer Posts**

It is Service policy that Border Patrol coed posts have both male and female Advisors and/or Associate Advisors. Overnight post activities require separate accommodations for male and female Explorers with adult leadership of like sex in attendance.

### **Employee Fraternization**

Because the Explorer program is designed for young adults, there often is little difference in the ages of the Post Advisors and the post members. It has been found that maintaining a close social relationship, as in dating, between adult leaders and Explorers is disruptive to the post's program and, therefore, is not permitted by LFL/BSA or the Border Patrol. If a dating situation occurs, both parties must be removed from the program.

### **Youth Protection Policies**

In addition to selecting the best possible leaders, the program can provide further protection for children. An important component of LFL/BSA's youth protection emphasis is adherence to the policies below, which are designed to ensure that young people participating in any phase of the

LFL/BSA program are safe from abuse and to protect adult leaders from situations in which they are vulnerable to allegations of abuse.

- **Two-Deep Leadership:** Two Advisors or one Advisor and a parent of a participant, both of who must be 21 years of age or older, are required on all trips and outings. If the activity is coeducational, leaders of both sexes must be present. The participating organization is responsible for ensuring that sufficient leadership is provided for all activities.
- **No One-on-One Contact:** One-on-one contact between adults and Explorers is not permitted, except for authorized ride-along programs. The Border Patrol Agent and the Explorer participating in a ride-along must be of the same sex. Also, personal conferences must be conducted in plain view of others.
- **Respect for Privacy:** Adult leaders must respect the privacy of Explorers in situations such as changing into swimsuits or taking showers at camp and intrude only to the extent that health and safety require. They must also protect their own privacy in similar situations.
- **Separate Accommodations:** When camping, no youth is permitted to sleep in the tent of an adult other than his or her own parent or guardian. Separate shower and latrine facilities for females are strongly encouraged, and when separate facilities are not available, separate shower schedules for males and females should be posted.
- **Proper Preparation for High-Adventure Activities:** Activities with elements of risk should never be undertaken without proper preparation, equipment, supervision, and safety measures.
- **No Secret Organizations:** There are no “secret” organizations recognized by LFL/BSA. All aspects of the Exploring program are open to observation by parents and leaders.
- **Appropriate Attire:** Proper clothing for activities is required. Skinny-dipping is not appropriate as part of the Explorer program.
- **Constructive Discipline:** Discipline in Exploring should be constructive and reflect the program’s underlying values. Corporal punishment is never permitted.
- **Prohibition of Hazing:** Physical hazing and initiations are prohibited and may not be included as part of any Exploring activity.
- **Junior Leader Training and Supervision:** Adult leaders must monitor and guide the leadership techniques used by Explorer leaders and must provide them with guidance in leadership.

## Covert Operations

The use of Explorers in covert or undercover activities is prohibited. Neither the Border Patrol nor the LFL/BSA can condone such use.

## Funding

The Explorer post is responsible for raising all needed funds for operation and activities through fundraising projects following LFL/BSA guidelines.

*Note: Explorers may not sell raffle tickets, but the post may accept the proceeds of a raffle.*

## Officer Titles and Insignia

To maintain a close identification with the Border Patrol, post elected officers shall be denoted by the following titles and insignia:

- **PEIC** (President)  
Silver oak leaves are worn on uniform shirt collar.
- **APEIC** (Vice President)  
Gold oak leaves are worn on uniform shirt collar.
- **SBPEs** (squad and unit leaders)  
Two silver bars are worn on uniform shirt collar.

## Membership Levels

To recognize the individual's tenure and training received in the program, various levels of membership exist. These levels are closely related to the Border Patrol Agent and are as follows:

<b>Explorer Trainee</b>	Any new member serving a 90-day period during which he or she takes part in all functions and training but is not permitted to wear the uniform.
<b>Explorer</b>	Any member completing the training period and having less than 1 year of tenure in the program.
<b>Senior Explorer</b>	Any member who has over 1 year of tenure and who has earned the Explorer badge. This status shall be denoted by wearing the Explorer "E" pin (EA5605B) on the right shirt pocket flap, above and centered on the pocket button.

## Use of Explorers

To maintain a meaningful and viable program, use of the Explorer in Border Patrol functions and programs is important. Local programs should strive to incorporate the services of trained Explorers wherever possible. Without meaningful hands-on experiences afforded them, the agency identification fades and the program falters. Areas in which the Explorers may be used include, but are not limited to, the following:



- demand reduction programs,
- remote TV system monitoring,
- communication centers,
- maintenance of files and records,
- visitor screening,
- switchboard operation,
- sensor program monitoring,
- data processing,
- vehicle fleet inspections, and
- fixed-wing air observations.

### **Ride-Along Program**

The program exposes the Explorer to realistic work situations that a Border Patrol Agent may confront while on duty. It includes classroom instruction and practical training in mock situations.

For a post to participate in the Ride-Along Program, it needs to provide a completed copy of the Ride-Along Certification Application (see Forms section) and two sets of the agency's ride-along guidelines, including all restrictions, training requirements, and other provisions. The subjects in the guidelines need to include all points listed in the Ride-Along Program Certification Checklist. (See Forms section.) Upon receipt of the application and guidelines, one set shall be forwarded to a review panel consisting of National law Enforcement Exploring Committee members.

If the guidelines are appropriate, the number of certificates requested shall be forwarded to the Post Advisor for personalization and presentation. *Note: the Advisor should order the number of necessary certificates and should control the distribution to post participants.* If the guidelines are thought to be inadequate, the Post Advisor shall be contacted to determine whether the guidelines can be modified to meet the minimum standard.

Once a post's guidelines are on file, the post may order additional certificates by filing the application. Unless changes have been made in the Service's guidelines, it is not necessary to refile the guidelines.

Ride-Along Program certificates are available at no cost to posts.

Before an Explorer may participate, he or she must demonstrate proficiency in all training areas. Ride-alongs must be conducted with a certified Advisor. The Border Patrol Agent and the Explorer participating in a ride-along must be of the same sex.

Explorers shall be assigned only to shifts having a Supervisory Border Patrol Agent on duty and shall be assigned only during daylight hours. Each eligible Explorer may not ride along on more than two 4-hour shifts or one 8-hour shift per month. Ride-alongs are limited, contingent with Service manpower and mission needs. A sign-in log shall be maintained for monitoring participation. A waiver of liability with an updated list of authorized Explorers shall be on file in the local Border Patrol office and with the Sector Exploring Coordinator.

When policy or the judgment of the Border Patrol Agent upon receiving a call indicates that it is appropriate to terminate Explorer participation in a ride-along, preestablished methods for disengaging a ride-along participant should be used. The following are recommended:

1. Upon receiving a call, the Supervisory Border Patrol Agent on duty responds to the scene while directing the Explorer to remain in the vehicle to provide communication assistance or call for a backup unit if needed.
2. Upon receiving a call, the agent returns the Explorer to the station or stops at the first safe, convenient location; lets off the Explorer; and radios the position of the Explorer so that another unit can recover the Explorer, while the dispatched agents proceed to the assignment.

The extent to which Explorers are introduced into Border Patrol calls or Service responses should be the responsibility of the Patrol Agents and should be consistent with Service directives. However, if the agents do not believe continued participation to be appropriate, option 1 and option 2 are proper disengaging options.

### **Explorer Eligibility for Ride-Along Program**

To participate in the Border Patrol Explorer Ride-Along Program, an Explorer must meet the following requirements:

- Be 16 years of age.
- Obtain the approval of the Sector Explorer Coordinator, the Post Advisor, and the first line supervisor on duty.
- Possess a full official dress uniform.
- Be an active participant in the entire post program.
- Successfully complete and understand the following training:

- a. all courses required to earn the Explorer badge:
    1. Border Patrol History and Organizational Structure,
    2. Officer Conduct - Professionalism and Courtesy,
    3. First Aid - Basic Red Cross Course,
    4. Radio Communications,
    5. Border Patrol Operational Programs,
    6. Introduction to Law, and
    7. Arrest and Search - Probable Cause;
  - b. Daily Operations of a Border Patrol Agent;
  - c. Note Taking and Report Writing;
  - d. Geographic Orientation of Local Operational Area;
  - e. Observation Techniques; and
  - f. Standards of Explorer Conduct Expected.
- Submit a notarized waiver of liability.
  - Submit a Hepatitis Vaccination Declination. (See Forms section.)

### **Standards Expected of Explorers for Ride-Along Program**

Explorers must meet the following standards for the Ride-Along Program:

- Must follow all directions of ride-along Advisor.
- Must not engage in conversation with persons other than the host Patrol Agents when in a ride-along situation.
- Must use the title of “Border Patrol Explorer” unless directed otherwise.
- Must arrive 15 minutes early when assigned to duty in the program.

## **Duties of Explorers**

At all times, duties will be performed under the direction of the Border Patrol Agents with whom the Explorer is assigned. They may include:

- communications support in vehicle stop and search situations,
- assistance in crowd control,
- assistance to the sick and injured,
- security survey spot checks,
- remote TV system and sensor monitoring and observation,
- observation of the processing of aliens, and
- fixed-wing aerial observation.

Only with the approval of the Post Advisor, the Exploring Coordinator, and the Chief Patrol Agent may an Explorer participate in the following:

- dwelling or vehicle surveillance and
- plainclothes surveillance.

At no time shall an Explorer be allowed to participate, except as an observer, in the following situations:

- arrests;
- interrogations;
- pursuits—foot, vehicle, and marine;
- seizures;
- stops—investigative stops and detention;
- use of lethal or nonlethal force; and
- physical checking of freight trains.

All duties will be carried out according to the objectives of the U.S. Border Patrol Law Enforcement Explorer Program. Explorers should observe witnessed activities and make

appropriate notes of each encounter during their ride-along tour in order to provide a debriefing of the experiences at the next regular post meeting.

Explorers are observers and, as such, *should not* do the following:

- accompany the Border Patrol Agents inside any structure or dwellings except to enter the local office or to eat meals while performing ride-along missions, unless specifically instructed to do so;
- leave the vehicle, except upon specific instructions of the agents during a ride-along assignment; or
- assist at the scene except as specifically directed by the agents.

## **Firearms Training**

Firearms training in readily available service weapons may be conducted under LFL/BSA Explorer Program guidelines. This training is conducted only to qualify the Explorer for competition at the National Law Enforcement Explorer Conference. Under no circumstance shall an Explorer be allowed to maintain or carry firearms as a part of the program. Depending upon availability, the Chief Patrol Agent may furnish ammunition for training purposes. Depending upon local resources and desires, familiarization firing of other service weapons may be conducted as a training experience. *All training and shooting activities must be conducted under the supervision of an instructor certified by the National Rifle Association or the firearms instructor of a local, State, or Federal agency.*

## **Safety**

*The individual Explorer's safety is of primary importance* in all phases of any local program developed. It is to be considered in all planning of training sessions, field trips, social events, post assignments, and transportation of post members.

## **PROGRAM OPERATING INFORMATION**

### **Oral Board Interviews**

Oral Board interviews should be conducted on a nonmeeting day; Oral Boards should consist of at least one post officer, one post member, and one Advisor or Associate Advisor. Each interviewer should review the application to determine the need for special questions to be asked. During the interview, the interviewer should make the applicant comfortable and should not do anything to scare the applicant. The interviewer should ask only relevant questions and should not allow people to walk in and out of the room while interviewing the applicant.

The interview should be kept simple. If the interviewer has no further questions and is satisfied with the interview, the applicant should be excused and should wait away from the interview room. Then the interviewer should discuss the results with the other members of the Oral Board.

If the Board turns down the applicant, the interviewer should be kind. The applicant should leave the interview satisfied that the interview was fair and unbiased. The interviewer should let the applicant leave with a good feeling about the Border Patrol and the post. If an applicant has failed the Oral Board interview, the only statement to be made shall be: "I am sorry, but you have not met the minimum standards for entry into our post." The interviewer may suggest that the applicant try other posts, or if the interviewer thinks that the applicant would make a good Border Patrol Explorer at a later time, he or she should say so.

### **Post By-Laws**

Each post should develop its own by-laws to govern post operations. The sample by-laws found in appendix C is a successful format. In starting a new post, the Advisor should use the generic by-laws to set the post in motion. Once permanent officers are elected and the program outlined, the post officers can then devote the time to rewriting the by-laws for governing the post. Once written, by-laws should be adhered to. If a section is found to be outdated, it should be omitted or rewritten. A person cannot be expected to play the game if he or she doesn't know the rules.

### **Explorer Handbook**

An *Explorer Handbook* is provided in this publication for local reproduction and use if desired. Local programs may add sections to the handbook (e.g., copy of post by-laws) or may develop their own on the basis of program guidelines.

### **Fundraising**

All fundraising is the responsibility of the local post. Any operational funds raised must be raised under BSA guidelines. A copy of these guidelines is in the *Learning for life Handbook*.

## Financial Accountability

Accountability over all post moneys must be maintained in a banking institution; two signatures should be required for withdrawal. Because most of the post's funds will be raised in fundraising projects involving the entire membership and will be used for the membership, rules for their use should be set in the post by-laws.

Most by-laws simply state that before a member may benefit from post funds (for example, by participating in an upcoming field trip), he or she must have participated in a certain percentage of fundraisers. This type of by-law wording should be avoided. Although this wording sounds simple, questions that arise from the membership concerning this quickly become complex and there are no clear answers. All post members are very aware of the amount of funds available for a particular trip or activity and are aware of who has or hasn't devoted his or her fair share of efforts to raise it. A new member may have joined after the fundraising drive and not had the opportunity to help. Does that member get the same share as other members for the trip? The policy on the use funds must be spelled out. A possible solution to the problem is to divide the profits of each fundraising event among the actual participants on the basis of time spent for the project. To do this requires a sign-in, sign-out time log with which the APEIC or the AO can determine the exact number of man-hours each member contributed to raising the funds in question. With this, a simple "hourly wage" can be determined and credited to that member. A small ledger controlling individual "accounts" can easily be maintained and updated.

### Example

POST #1111 held a car wash lasting from 9 a.m. to 4 p.m. on a Saturday. Some post members worked only in the morning or only in the afternoon because of part-time jobs, but a total of \$219 was raised as profit. The hours worked that were entered in the sign-in log were totaled for the 14 members participating, and it was found that a total of 75.5 man-hours were worked. The profit is divided by man-hours to arrive at the hourly rate, and each individual's hours are multiplied by the rate, as shown in the following example:

\$219 of profit divided by 75.5 man-hours                      =              \$2.90 per hour

Mary Explorer worked 1.5 hours              X              \$2.90              =              \$ 4.35 earned

Joe Explorer worked 7 hours                      X              \$2.90              =              \$20.30 earned

If an upcoming trip or event is to cost \$15 per Explorer to participate and Mary has earned only \$ 4.35, she may pay the balance herself or elect to not participate in order to use her balance for a longer trip or larger event planned later. If John had earned \$20.30, he could go on the trip and still carry over \$5.30 toward the next trip or event.

With this formula, all members earn their fair share and there is no room for doubt or argument. If Explorers leave the program, all moneys in their individual account are transferred to the general fund or divided among the other members' accounts.

### **Uniform Purchase**

The Border Patrol Explorer uniform is required for each member in the program once he or she has completed the 90-day trainee period. The cost of the uniform should be borne by the Explorer; however, the post may elect to help defray the cost. Once the Explorer purchases the uniform, he or she shall maintain the uniform in such a manner that it presents the best possible appearance.

If the post elects to issue the uniform, it must be ready to face the problems of storage, retrieval, and replacement. More uniforms than actually needed must be on hand because of the difference in sizes of incoming and outgoing members. The initial cost to the post is substantial, and raising the capital necessary is time-consuming.

### **Removal of Explorers**

A youth member may be removed from the program by the Post Advisor when it is demonstrated that his or her participation is deemed to be a detriment to the program or the post.

### **Removal of Post Officers**

The Post Advisor has the power to remove an elected officer from office with just cause. This should be done in accordance with post by-laws and only after the membership has failed to remove the officer, the problem has been explained to the officer, and he or she has been given the chance to resign the position. Vacancies are filled by special election through the procedure listed in the post by-laws.

### **Replacing Adult Leaders**

The Sector Exploring Coordinator has the responsibility of working with the post committee to furnish quality adult leadership to the program. Any changes in the adult leadership may be approved and must be carried out by the Coordinator. The Coordinator has final authority in all actions concerning adult personnel.

### **Post Officer Job Descriptions**

*See Explorer Handbook tab.*

### **Post Officer Tenure**

Post officers should be elected by the general membership for a term specified in the post by-laws. During their tenure, they will wear the insignia of their rank on the uniform shirt



collars. Upon completion of the term of office, the insignia of rank will be surrendered to the incoming officers.

## **Explorer Academies**

Local programs are encouraged to develop Explorer Academies or use existing Law Enforcement Explorer Academies in the local area. The concept may range from just the basic 22 hours of instruction required to earn the badge, scheduled in 7-hour blocks of instruction and given on consecutive weekends, to developing a full 1- or 2-week course given in the summer once a year. Local school district resources may be used in developing an Academy. Coordination with other local agency Law Enforcement Explorer programs can develop a pool of instructors, equipment, and students. By working with local school authorities, programs might obtain accreditation for the Academy.

The use of an Academy-type curriculum enables a post to reach a desired level of basic law enforcement training in a short time and aids the post in reaching a level of self-proficiency quickly.

Completion of an Academy setting should be recognized by a letter of completion or certificate for the graduate. An appearance by the Chief Patrol Agent or a member of his staff at graduation ceremonies lends an air of self-accomplishment and agency identification to the graduates.

## **Post Organizational Structure**

Membership levels shall vary with local programs. The following post structures are recommended:

- 5-to 14-member post:
  - 1 PEIC
  - 1 SBPE
  - 3 to 12 Explorers
- 15- to 21-member post:
  - 1 PEIC
  - 2 SBPEs (unit leaders)
  - 12 to 18 Explorers divided into 2 units
- 22- to 30-member post:
  - 1 PEIC
  - 1 APEIC
  - 1 AO
  - 2 to 3 SBPEs (unit leaders)

- 18 to 24 Explorers divided into two or three units
- AO, if needed, to assist the APEIC with all post recordkeeping and accounting duties

### **Work Assignments**

For the Ride-Along Program, all assignments for Explorers must be made on the Daily Schedule of the shift to be worked and must have the concurrence of the supervisory agent responsible for that shift.

### **Witness Assignments**

If a local program uses the Ride-Along Program, care should be taken not to assign an Explorer to an assignment that would make him or her a primary witness for court purposes. An example would be that an Explorer may search a seized vehicle or a prisoner of the same sex for contraband but that a Patrol Agent should observe the process.

### **Government Operator's Permit**

If the Ride-Along Program is adopted locally, members qualifying for it may legally be tested for, and issued, a Government Operator's Permit, depending upon local desires.

### **Privacy Act Requirements**

All rules and regulations concerning the Privacy Act must be adhered to during the operation of the program. Advisors should be aware of the difference between sensitive information and information controlled by the Privacy Act. An example would be that an Explorer might run a computer check on a vehicle but not a criminal history on a person.

### **Activity Level on the Post**

The Advisors and officers should identify the short-range goal that the post wishes to accomplish during the year. This will determine the activity level of the post. Short-term goals may be defined as fundraising activities, training plans, and field trips. Another activity is community service projects, which should start as soon as members are uniformed. If the Advisor notices that the membership is decreasing, then the activity level of the post should be reviewed. A post with a high level of interesting activities will never lack members.

### **Community Service Projects**

This element of the program serves a twofold purpose. First, the project places each Explorer in the position of production. That is, each must participate in planning the project, and the post must implement the plan by designating particular responsibilities for each post member to carry out. Second, community service projects act as a high-visibility recruitment tool as well as provide a feeling of accomplishment for each participating Explorer. The feeling of

accomplishment is a very important element in retaining the Explorer's interest in the overall Explorer program.

Once the post is established and recognized locally, community organizations will begin to contact the post for services. Care should be taken that enough leadtime is given by the organization desiring the service for the post officers to properly plan the event. Last-minute acceptance of a project always means no time for proper planning and a poorly completed mission. After a few of these, community organizations will not seek or accept the post services in the future. Advisors should not hesitate to advise the organization of the timeframe and, if short, decline and volunteer to participate in the organization's next project.

Once the post has established a record of mission accomplishment, Advisors, when contacted by an organization, should not hesitate to ask if a donation to the post is to be made. Most agencies have budgets for their events and will be able to give a donation, even though small, if they realize that it is needed. If the post is successful in an organization's annual event, the post can expect a call next year. If the organization did not donate the first year but was aware that the need existed, it might budget for it and offer it in the request.

### **Post Newsletters**

Each Post must furnish a monthly report, prepared by the post officers, to the Exploring Coordinator. Each post should consider issuing a post newsletter on a monthly basis, letting members know what happened, who did it, and what is going to happen. By including the required program hours in the format, a monthly report has been created. The newsletter acts also as a reinforcement tool to each individual Explorer that participates in each activity. Individual names should be used extensively throughout the newsletter. It can be reproduced on the office copy machine and distributed by normal means.

### **Permanent Post Logs**

The use of a bound ledger-type book is recommended for a sign-in, sign-out log. The use of the log at all post activities, including meetings, is quickly accepted by the members and gives post officers and Advisors a permanent and readily accessible account of the program hours and the activities in which they are spent. It also establishes a permanent record of the post and can be reviewed for reasons ranging from planning of a yearly program to repeat event planning.

The same approach is recommended for the recording of minutes of the post meetings. It becomes invaluable when the need arises to see just what was decided at a particular meeting in the past. It is a valuable addition to the post archives.

### **Post Historian-Photographer**

Nothing can raise the level of esprit de corps within the post more than appointing a post historian-photographer and starting a post scrapbook. Memories fade, but photographs of members and activities, newspaper items, letters of appreciation, etc., do not. It is a highly

visible segment of the post and its history that every member can contribute to and knows that he or she is represented in.

## **Summary**

The establishment of an Explorer post is a challenge. Very little has been written concerning possible pitfalls and liability that the Advisor and Service face during its existence. At best, the post management should keep the interest of the participating Explorers at heart and use common sense regarding liabilities. The program is based upon good intentions and good faith. The Border Patrol acceptance of the program may vary from sector to sector. Each post will have its own particular characteristics and personality. Advisors are limited only by their imagination and common sense.

## **PROGRAM AUTHORITY AND ORGANIZATION**

### **Department Authority**

The United States Border Patrol Law Enforcement Explorer Program is an official program of the United States Border Patrol and the Learning for Life Boy Scouts of America (LFL/BSA). The Exploring Coordinator, Headquarters Border Patrol, shall be the final authority on all matters pertaining to the operation of this Explorer Program.

### **Explorer Classification**

The purpose of this program is to give young men and women an opportunity to learn firsthand the duties and responsibilities of the Border Patrol Agent and to orient youths about careers in law enforcement. Members of this program are allowed to assist in certain duties of the Border Patrol in order to obtain knowledge through experience. Explorers shall be registered with the LFL/BSA and do not have any police powers or authority.

Explorers shall not be classified as Government employees; therefore, they are not entitled to any pay or benefits normally given to Government employees.

### **General Organization**

The post shall be one basic unit. Depending upon membership within the post, there shall be one or more teams.

### **Post Advisors and Associate Advisors**

The post shall have one Post Advisor appointed by the Sector Exploring Coordinator and should have as many Advisors as deemed necessary to effectively operate this program. The Advisor shall be a Border Patrol Agent or a Supervisory Border Patrol Agent. Associate Advisors may be Service employees or qualified civilian personnel and shall be certified by the Exploring Coordinator.

The Post Advisor shall be held accountable for all authorized Explorer meetings, events, trips, and expenditures. All Explorer activities shall be approved by the appropriate Explorer Program.

The Post Advisor and Associate Advisors shall have the power of immediate suspension of any Explorer for any violation of the rules, pending review of the incident. Proper Explorer disciplinary action shall be the responsibility of the Post Advisor and post officers.

## **THE EXPLORER CODE**

All members of the Border Patrol Explorer Program are also members of the Learning for Life/Boy Scouts of America. As such members, you are required to lead a clean and unsullied life. You shall be an example to all and must adhere to the Explorer Code of the Learning for Life/Boy Scouts of America.

### **Code**

As an Explorer, I believe that America's strength lies in her trust in God and the courage of her people. Therefore:

- I will be faithful in my religious duties and will maintain a personal sense of honor in my own life.
- I will treasure the American heritage and will do all I can to preserve and enrich it.
- I will recognize the dignity and worth of my fellow men and will be fair and act with good will in dealing with them.
- I will acquire the Exploring attitude that seeks the truth in all things and adventure on the frontiers of our changing world.

## ELIGIBILITY AND MEMBERSHIP REQUIREMENTS

### Requirements for Membership

Every applicant for the Border Patrol Explorer Program must meet the following minimum requirements:

- Reside within the local community.
- Be enrolled in high school or college in the local district.
- Have no significant prior criminal background.
- Be free of any physical or mental defects that would limit the Explorer from performing all duties and participating in activities required of post members.
- Be in good disciplinary standing with his or her school.
- Maintain at least a minimum “C” average in scholastic work. Each member’s scholastic work record shall be reviewed every reporting period.
- Be at least 14 years of age and not over 20 years of age and have completed the eighth grade.
- Be a U.S. citizen or a Lawfully Admitted Permanent Resident Alien residing *full-time* in the United States of America.

The Post Advisor may make exceptions to the above requirements if approved by the Exploring Coordinator in charge of the program. No prospective member shall be disqualified because of race, color, creed, or sex. All members must be registered as Explorers and agree to the post code and by-laws.

### Selection of Applicants

Each applicant for the position of Border Patrol Explorer must:

- Complete the application form and worksheet.
- Undergo a background investigation.
- Successfully complete an oral interview to determine the suitability and sincerity of the applicant.
- Submit signed parental consent and liability waivers.

## **Investigation of Applicants**

The Post Advisor shall complete a background investigation on all applicants to identify any questionable loyalty or morals and prior criminal conduct. Falsification of any submitted written or verbal information is cause for immediate disqualification or removal from the post. If the background investigation reveals that the applicant is not suitable for membership, the Post Advisor shall notify the applicant of the results of the investigation.

## **Oral Interview**

Prospective members shall be interviewed by an Oral Board before their acceptance into the post. This Oral Board shall consist of at least one adult Advisor, one post officer, and one post member. The oral interview shall be conducted at a time and place selected by the Post Advisor and post officers and not on a scheduled meeting date.

## **Necessary Forms for Post Personnel File**

Upon the applicant's successful completion of the oral interview and once the applicant has been accepted into the post, the Assistant Patrol Explorer in Charge (APEIC) and the new member shall ensure that the following materials are completed and placed into a personnel file maintained by the post:

- application and background investigation forms, including waivers,
- color photograph of Explorer,
- liability waivers,
- parental medical consent form,
- LFL/BSA registration form,
- training record property and equipment form, and
- Explorer Statement.

## **LFL/BSA Registration**

All members of the post shall be registered with the LFL/BSA. The registration packet shall include the optional accident insurance coverage for each member through the LFL/BSA and Mutual of Omaha.



## **Trainee Status**

All members of the Explorer Program shall be placed in trainee status for the first 3-month period upon entry and shall be referred to as “Trainee Explorers.” Trainee Explorers must attend all training sessions and meetings as defined in the post by-laws. The 90-day trainee period may be extended by the Post Advisor or the Patrol Explorer in Charge (PEIC). During this period, the Trainee Explorers may not wear the Border Patrol Explorer official uniform. Upon successful completion of the 90-day period, the Trainee Explorers must obtain and maintain an official Explorer uniform. The Trainee Explorer shall receive a copy of the *Explorer Handbook* and sign an Explorer Statement, which shall be placed in his or her folder. (See Forms section.)

# **TRAINING**

## **Requirements**

Training courses of the post shall consist of classes involving all aspects of law enforcement and related subjects. Training courses shall be held as often as necessary and shall be directed by the Advisor or another instructor qualified in the subject matter.

## **Firearms Training**

Explorers may participate in post-recognized firearms activities only when approved by the Advisor. Before any such participation in firearms activities, each Explorer must:

- Not be a Trainee Explorer.
- Complete an approved safety class of at least 8 hours given in the post's training program.
- Complete a refresher safety course before each firearms activity.
- Submit an updated Release of Liability/Assumption of Risk.

Firearms training focuses on Explorer competition with other Explorer posts. Firearms shall not be carried or maintained by an Explorer in the Border Patrol Law Enforcement Explorer Program.

## **Training Record**

A training record shall be kept on each post member in his or her personnel file. This record shall be kept current, complete, and accurate. It shall be available for review by the Explorer, post officers, and Advisors.

## **Proficiency Awards Program**

Explorers are eligible to participate in the Proficiency Award Program through the LFL/BSA. Detailed information on participation shall be kept in the post records. The Post Advisor and the PEIC or the Administrative Officer (AO) is responsible for recording and filing Explorer assignments pertaining to this program.

## **ASSOCIATING WITH BORDER PATROL AGENTS**

Explorers frequently associate with Border Patrol Agents. These guidelines below are provided so that Explorers can maintain a proper relationship with the agents with whom they may associate:

- In conversation with agents, Explorers shall never criticize agents or other Explorers.
- If Explorers have questions for the agent that may help them in the assignment they are working on, it is proper to ask because it is part of the learning process. Explorers shall not challenge the agent as to the correctness of this action because the agent is only following Service policies and procedures.
- Explorers may come upon an agent performing his or her duties. Explorers shall not interfere with the agent while he or she is busy. Explorers have no right to get involved and possibly place themselves and/or the agent in jeopardy.
- Good common sense will indicate when an agent needs an Explorer's help. For example, if the Explorer witnesses an accident at a street corner and there are plenty of agents present, the Explorer's help is not needed. If an Explorer comes upon an accident in which someone has been injured and the agent obviously can use some assistance, the Explorer shall identify himself or herself and offer to assist.
- When in a Service building, Explorers shall not engage agents in conversation unless they are acting on official business. Agents often do not have time to stand around and talk but may be too polite to say so.
- Explorers shall not solicit ride-along assignments with agents at any time unless it has been cleared with the Advisor.
- Explorers shall remember that they are in the position to see things and hear many things that are confidential. Many occurrences are of this nature and should not be discussed with others.

In summary, working with Patrol Agents can be a pleasant and rewarding experience; however, if this relationship is poor, it will reflect on the Explorer, the post, and the Border Patrol. Explorers should always act in a mature manner.

## **POST COMMAND AUTHORITY**

### **Exercising Authority and Issuing Orders**

Authority in the post shall be exercised with firmness and impartiality. Under no circumstances shall personal attitudes influence decisions. Each supervisor shall use tact in giving orders and correcting mistakes in order to inspire confidence and industriousness. He or she shall carefully test understanding of instructions to ensure that subordinates know, in detail, what they are to do and how to do it and, if desired, what the reason for it is.

### **Chain of Command**

*The chain of command shall be respected at all times and in all matters. Information and communication shall move up and down through the channels.*

### **Unity of Command**

Each individual member of the program is under the immediate command and control of one person, i.e., each supervisor is responsible for the actions of his or her subordinates.

### **Responsibilities of Supervisor**

Explorers designated as post officers shall, in conformance with post policy, be responsible for the work and conduct of any subordinate member.

### **Authority and Explorer Rank Structure**

Explorer rank shall be awarded to a member on the basis of criteria set forth in the post by-laws. The authority delegated to these officers shall not be confined to their respective teams.

Post members shall follow the direction of all supervisors and be respectful when addressing or referring to any Explorer Advisor.

To foster teamwork and assignment responsibilities, the Border Patrol Explorer Program has the following chain of command (listed from highest to lowest):

1. PEIC;
2. APEIC;
3. AO, if used;
4. Supervisory Border Patrol Explorer (SBPE);

5. Senior Explorer (SE), if used);
6. Explorer; and
7. Trainee Explorer.

The elected officers shall be the PEIC, the APEIC, and Supervisory Border Patrol Explorer in Charge. The PEIC shall also appoint activity chairmen and make other assignments as needed.

The normal term of office shall be 1 year starting on the date of the Explorer post's chartering. Elections shall be held during the first meeting following the post's chartering. No member shall serve more than two consecutive terms in the same office. On the day of elections, any member may present nominations from the floor. If a nomination is seconded and the candidate agrees to serve, he or she must be included on the ballot. All voting must be done by secret ballot.

All Explorers should be familiar with the following if they are elected to any of these positions. Post members shall follow the direction of, and use respect when addressing or referring to, all post supervisors.

### **Patrol Explorer in Charge**

The PEIC is responsible for all operations and functions of the post, by authorization of the U.S. Border Patrol. The PEIC is identified by silver oak leaves worn on the collar of the uniform shirt. The PEIC's specific duties include the following:

- supervising post work,
- promoting high post morale,
- resolving post problems and taking suitable action to correct violations of Explorer policies by Explorers,
- seeking the advice and authorization for post activities from Post Advisors,
- informing Post Advisors of all post activities and communications,
- conducting post meetings,
- supervising subordinate post officers,
- conducting periodic uniform inspections to ensure that they meet program requirements,
- providing leadership to members during all activities, and

- assuming overall responsibilities for the post program.

### **Assistant Patrol Explorer in Charge**

The APEIC is directly responsible to the PEIC and coordinates all functions approved by the PEIC. The APEIC is assisted by the AO (if used) and the SBPE. The APEIC is identified by gold oak leaves worn on the collar of the uniform shirt. The APEIC's specific duties include the following:

- assuming the PEIC's role in his or her absence,
- maintaining communications via the chain of command between post personnel and the PEIC,
- being responsible for the development of meeting agendas,
- supervising subordinate post officers,
- serving as the official liaison with other Border Patrol Explorer posts,
- maintaining training and attendance records,
- collecting dues and overseeing post financial responsibilities,
- maintaining written records of post meetings,
- handling all post correspondence, and
- presenting a financial report at each post meeting.

### **Administrative Officer**

The AO is an optional post officer position that may be established in larger posts. The AO is directly responsible to the APEIC and coordinates all functions assigned by the APEIC. The AO is identified by a single silver bar with two blue inset panels worn on the collar of the uniform. The AO's specific duties may include the following:

- maintaining and updating all training records,
- new member in-processing and conducting Oral Board interviews,
- determining ride-along qualifications and making ride-along assignments (see note below),

- furnishing a monthly report to the Post Advisor, and
- assuming the APEIC's role in his or her absence.

*Note: The Border Patrol Agent and the Explorer in a ride-along must be of the same sex.*

### **Supervisory Border Patrol Explorer**

The SBPE is directly responsible to the APEIC. The SBPE supervises an Explorer unit and is identified by double silver bars worn on the collar of the uniform shirt. The SBPE's specific duties include the following:

- assisting the APEIC in field activities;
- maintaining attendance records of all Explorers within the unit and providing attendance reports to the APEIC before each scheduled meeting;
- maintaining control over the unit to ensure compliance with Explorer policies by all Explorers;
- maintaining a neat and orderly meeting room;
- ensuring that the unit reports to the assigned area, at the proper time, and in the proper uniform with all required equipment;
- directing and implementing communications with Explorers;
- conducting unit meetings for training;
- maintaining a liaison between the PEIC, the APEIC, and Explorers via the chain of command;
- performing the duties of APEIC in the PEIC's absence; and
- carrying out all assignments of the APEIC.

### **Senior Explorer**

The SE is responsible to the SBPE of his or her assigned unit. The SE's specific duties include the following:

- assisting the SBPE in his or her duties and
- assuming the responsibilities of the unit in the absence of the SBPE.

## **Explorer**

The Explorer is responsible to the SBPE of his or her assigned unit. In the absence of the SBPE, the Explorer shall be responsible to the SE on his or her unit. The Explorer's specific duties include:

- completing all training provided;
- carrying out assignments of SBPEs;
- maintaining a high degree of involvement in the post program;
- serving as member or chairman of a post committee;
- performing the duties of the SE in his or her absence; and
- serving in a temporary position in case of an emergency, as directed by the PEIC and the Advisor, until the position is filled by the normal procedures.

## **Explorer Trainee**

The Explorer Trainee is responsible to the members of his or her unit. The Explorer Trainee is on probationary status for the first 90 days of the program. (See the section entitled "Trainee Status.") The Explorer Trainee's responsibilities include the following:

- attending all post meetings and training sessions and
- completing all assignments.

Upon completion of the probationary period and all training, the Explorer Trainee shall be promoted to Explorer.



## **UNIT ASSIGNMENTS AND COMMITTEES**

The purpose of assigning Explorers to individual units is to promote esprit de corps in the ranks of the post. The Advisor and the PEIC are responsible for maintaining an even number of Explorers in each unit and maintaining even numbers of experience and nonexperienced Explorers in each unit.

Explorers are rotated each charter year upon election of new officers. This gives each Explorer an opportunity to work with different groups of individuals and supervisors. Explorers are responsible to the SE in command of the unit where the Explorer is assigned.

The committee chairman is responsible for completion of a committee's duties. The chairman is responsible for giving status reports on the activities of the committee. Any member of the post may be selected to chair a committee or serve on a committee. Each member of the committee performs the task assigned by the chairman and remains on the committee until replaced or the committee's function is no longer required.

## **CONDUCT**

### **Law Enforcement Code of Ethics**

The Law Enforcement Code of Ethics is adopted as a general standard of conduct for Explorers in the Border Patrol Law Enforcement Explorer Program:

“As a Law Enforcement Explorer, my fundamental duty is to learn to serve mankind; and to respect the constitutional rights of all persons to liberty, equality, and justice.

“I will keep my private life unsoiled as an example to all; maintain courageous calm in the face of danger, scorn or ridicule; and develop self-restraint. I will be honest in my thoughts and deeds in both my personal and Explorer life. I will be exemplary in obeying the laws of the land and the regulation of my organization.

“I will learn never to permit personal feeling, prejudices, animosities, or friendships to influence my decisions. I recognize the duty of an Explorer is to learn the ethics of police service. I will constantly strive to achieve these objectives and ideas, dedicate myself to God and my chosen future profession-law enforcement.”

### **General Conduct**

An Explorer shall not act or behave, either privately or officially, in such a manner as to bring discredit upon himself or herself or the Service. Members shall not willfully violate any Federal, State, or local statute. Members shall act in a professional manner at all times and in a manner that will be a good example to all.

### **Loyalty**

Explorers must be faithful to their commitment to the purposes of the Explorer Program and the objectives of the Service and must not allow personal motives to govern decisions or conduct.

### **Courtesy**

Effective law enforcement depends upon a high degree of cooperation between the Service and the public it serves. In each contact with the public, an Explorer must be aware that his or her actions, appearance, and statements reflect on the Service and the Explorer Program. For that reason, an Explorer must have a courteous attitude and perform his or her task in a professional and businesslike manner.

## **Use of Force**

Explorers shall not be assigned duties or place themselves in situations where the use of force is imminent or considered probable. Explorer duties and functions shall be limited to those considered nonhazardous.

## **Post Regulations**

While on duty, all Explorers shall be governed by the following regulations:

- Explorers shall maintain their uniforms in accordance with Service uniform standards and shall ensure that the uniforms conform to the provisions of this manual.
- Explorers shall at all times practice proper personal grooming habits.
- Explorers shall not communicate with in-custody prisoners, suspects, or witnesses unless directed by a Patrol Agent.
- Explorers shall not enter a jail, a holding or detention facility, a records section, or evidence lockers unless ordered to do so by the Post Advisor or station supervisory personnel.
- Explorers shall not engage in activities associated with politically affiliated organizations while in uniform.
- Explorers shall be absent from an assignment only with proper leave or permission.
- Explorers shall not recommend or suggest the name of any person, firm, or corporation to act as their attorney, counsel, or bondsman.
- Explorers shall not use disrespectful, profane, or threatening language in dealing with others.
- Explorers shall not speak in a derogatory manner of the heritage or belief of any person.
- Explorers shall not be disorderly or intoxicated at any time.
- Explorers shall not impersonate a peace officer through appearance, action, or word or give the impression that they have any law enforcement authority beyond that of a private person.

## **Infractions**

The following infractions may be recorded:

- having unkempt uniforms,
- using the uniform improperly,
- using the Explorer badge improperly,
- not having the uniform unavailable for use,
- having poor attendance at meetings and/or activities,
- having poor personal grooming habits,
- having low school grades,
- spreading rumors or false information,
- being insubordinate, and
- being tardy.

If any of the above infractions is recorded, the accused Explorer shall be subject to disciplinary action. Disciplinary action may range from suspension of uniform privileges to removal from the post. Discipline shall be administered by the PEIC and the Post Advisor.

### **Uniform Regulations**

The following uniform items are the basic uniform for the Border Patrol Explorers who are members in good standing in the post and have completed the 90-day Explorer trainee period:

- tan short-sleeve shirt or tan long-sleeve shirt and black tie;
- rough duty uniform trousers/pants;
- black jacket (optional);
- black military-style boots;
- black socks;
- trouser belt and brass buckle;
- Explorer badge; and

- LFL National Law Enforcement Explorer Patch, which is to be worn on the right shoulder and is available through the LFL/BSA supply channels; and
- Border Patrol National Explorer Patch, which is to be worn on the left-shoulder and shall be issued by and remain property of the Border Patrol.

The following regulations will be strictly adhered to:

- All uniform shirt buttons shall be buttoned, except the top button on the short-sleeve shirt.
- Pockets shall be free of all objects that produce obvious bulges.
- The shirt is to be tucked inside the trousers so as to create a clean and neat appearance.
- Uniforms shall be free of dirt, lint, and wrinkles.
- Neck chains shall not be worn with the uniform.
- For females: Large dangling earrings are not permitted with uniform wear; only post-type earrings may be worn.
- Trouser legs shall not be altered (i.e., flared or pegged).
- On the short-sleeve shirt, rank insignia are to be worn on the uniform shirt collar a quarter of an inch inward from the collar seam and at a diagonal to the front edge of the collar. On the long-sleeve shirt, the insignia shall be worn parallel to the front edge of the collar.
- Only Explorer officers may wear the approved insignias of rank.
- The Explorer “E,” when issued, shall be worn above the right breast pocket button, centered below the nameplate.
- The Explorer badge is a required uniform item, and it must be worn on the left breast of the outermost uniform garment.
- Post identification cards, when used, must be worn on the outermost uniform or clothing garment.
- The uniform is to be worn in approved activities and assignments only.
- The uniform is to be worn in its entirety and not mixed with civilian wear.

- The hair shall be neat and shall be above the collar, for both males and females.
- Males shall be clean shaven, except that a mustache may be worn.

## **Badges**

An Explorer badge is issued to each member upon completing the required basic training. The Explorer badge is Government property, and as such it is a controlled item. The Explorer badge is to be checked out before meetings, events, functions, or any other planned activity that requires an Explorer to wear the official Border Patrol Explorer uniform. When the Explorer badge is checked out by an Explorer, he or she is to sign, date, and make an entry on the Explorer Badge Property Card.

If the Explorer loses a badge, he or she must pay to replace it. The replacement cost for an Explorer Badge is \$30. If the Explorer in question fails to replace the badge, he or she may face criminal prosecution.

If the official Explorer badge is lost or stolen, the Explorer must do the following:

- immediately notify the Post Advisor and the PEIC and
- file a lost/stolen report with the following agencies:
  1. the Federal Bureau of Investigation,
  2. the State police,
  3. the local sheriff's department, and
  4. the local police department.

In making the lost/stolen report, the Explorer must notify all the above agencies as soon as possible by telephone and file a written report. The Post Advisor shall furnish the form needed.

## **Post Identification Cards**

If the post decides to furnish members an identification card at post expense, the card is to be used to identify the bearer as a post member only. Any misuse of the card can cause the card to be voided and possible removal action to be taken against the offending member. The post identification card remains property of the post.

## **Post By-Laws**

Upon acceptance into the post, all new members shall be issued a copy of the post by-laws. The post may establish additional by-laws. Each Explorer is expected to know and follow the post by-laws.

Any post by-laws must include the forms found in the Forms section of this handbook. The Explorer Code may not be changed.

## **Violation Reports**

Any Explorer who observes any of the following by any post member shall submit, in writing, a violation report to the Advisor staff for investigation:

- disobeying of orders from a Patrol Agent or police officer,
- violation of any law or regulation, and
- violation of post policies or regulations.

## **POST BUSINESS**

Post business shall be conducted under the principles outlined in “Robert’s Rules of Order.” Voting on issues shall be by simple majority, except for changes or amendments to the by-laws, which require a two-thirds vote (majority) on routine business.

### **General Meetings**

General meetings shall be held according to post by-laws.

### **Officers’ Meetings**

Officers’ meetings shall be held at least once a month.

### **Newsletter**

The post shall publish a newsletter every month, which shall include all meeting dates and other information of interest to the membership. The newsletter may serve as the historical record of the post.

### **Dues**

Dues shall be \$\_\_\_\_\_ per month, payable quarterly or at any time within the quarter. Members delinquent in dues payments for \_\_\_\_\_ months or more shall be dropped from the post roster.

### **Fundraising Projects**

All fundraising projects must be approved by a majority vote of post members. Members who do not participate in the projects are not entitled to any benefits of the funds earned. All fundraising projects must be approved by the Advisor and meet LFL/BSA requirements. The policy of not providing a post member with the proceeds of a fundraising project is subject to review by Post Lead Advisors.